

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 553-4810
www.franklinma.gov

Office of Human Resources

JOB POSTING NOTICE

POSITION: Local Building Inspector
DEPARTMENT: Building and Inspections
SALARY: \$72,000 - \$85,000 annually
HOURS: 35 hours per week
8a - 4p Mon, Tues, Thurs; 8a - 6p Wed; 8a - 1p Friday
POSTED: July 6, 2023
Priority Deadline: July 31, 2023

The Town of Franklin (population 34,000) is seeking a Local Building Inspector to join the Building and Inspections Department. The Building Inspector is responsible for enforcing and providing interpretation of building codes and zoning bylaws and reviewing and processing building permit applications. The Building Inspector performs regular inspections and issues permits for new construction.

The Building Inspector reports to the Town of Franklin's Building Commissioner, who also serves as the Town's Zoning Enforcement Officer. The Building Inspector fills in for the Commissioner when the Commissioner is not available.

The Building Inspector position is certified as a "Building Code Enforcement Official" by the Commonwealth of Massachusetts Board of Building Regulations and Standards.

The Building Inspector must meet the requirements to be a Certified Massachusetts Local Inspector in accordance with [780 CMR 110.R7](#) or successfully complete and pass the certification examination process within 18 months of appointment. The Inspector must maintain this certification for the duration of employment.

The Local Building Inspector is responsible for the following:

- Provides outstanding customer service to the public and internal stakeholders
- Oversees and inspects construction work and buildings within the Town of Franklin to assure compliance with Building Code, Architectural Access code, Town Zoning and General Bylaws, safety standards, and other applicable local and state regulatory requirements
- Reviews and processes building permit applications in the Town's electronic permitting system, OpenGov

- Performs inspections of buildings under construction to assure compliance with building codes
- Conducts routine inspections of existing structures to assure continued conformance
- Investigates and takes appropriate actions regarding complaints or issues involving building, zoning by-law and general violations
- Issues building permits, certificates of inspection, notices of violation, stop work order certificates, certificates of use and occupancy permits
- Receives and reviews proposed building and related construction plans and discusses construction methods and materials with stakeholders to ensure compliance with applicable codes and regulations
- Evaluates and may authorize contractor's changes in approved building permit applications and/or plans
- Assists contractors and homeowners by explaining procedures and assisting in completing required forms
- Responds to inquiries relating to building and zoning codes and laws from a variety of sources
- Works closely with other Town offices and officials in various departments including the Wiring and Gas Inspectors, Planning and Community Development, Conservation, Health, Fire, DPW and the Town Administrator.
- Maintains working knowledge of all current legislation and related codes; attends seminars, workshops, and maintains professional affiliations
- Maintains detailed records
- Prepares and assists with the preparation of various reports for state, local and federal agencies
- Assists with maintaining departmental records in accordance with all applicable laws, regulations or policies.
- May serve/attend various board and/or committee meetings as designated by the Building Commissioner.
- Authorized to act and to respond to off-duty emergency calls in the absence of the Building Commissioner
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:

The Massachusetts Board of Building Regulations and Standards has established minimum qualifications for the position, which are as follows:

- Each local inspector shall have at least five years of experience in the supervision of building construction or design or in the alternative a two year associate degree in a field related to building construction or design or shall have any combination of education and experience so determined by the Board of Building Regulations and Standards which would confer equivalent knowledge and ability.
- In addition, such person shall have a general knowledge of the quality and strength of building materials; a general knowledge of the accepted requirements for

building construction, fire prevention, light, ventilation and safe exits; and a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure.

The ideal candidate will also possess the following:

- Massachusetts Construction Supervisor's License
- excellent customer service skills
- thorough knowledge of standard building construction requirements
- good verbal and written communication skills
- ability to explain complicated rules and regulations in a clear and concise manner
- ability to take direction from the building commissioner to expedite critical situations
- ability to make critical decisions that impact business owners and homeowners
- knowledge of zoning enforcement laws in Chapter 185 of the Franklin Town By-Laws
- knowledge of Massachusetts energy codes including the Stretch Code enforcement
- ability to respond to emergency situations 24/7

The selected candidate must be authorized to work in the United States and be able to pass a criminal background check and a pre-employment physical exam, including a drug test.

Interested candidates shall email a resume and cover letter in Microsoft Word in or PDF format to apply@franklinma.gov. Please put "Local Building Inspector" in the subject line of the email.